TEMPLATE FOR LETTER OF OFFER FOR APPOINTMENTS WITH TENURE

Revised Summer 2023

Date

Addressee

Dear Candidate Name:

I am very pleased to offer to you the position of professorial title in the Department of [department] in the School of [school], with tenure, on the IUPUI campus. Upon your acceptance of this offer, I will forward a recommendation to the university president that you be appointed with tenure, as recommended by the faculty of school, department and chair and dean (as appropriate). This offer is also subject to approval by the Trustees of Indiana University and a satisfactory background and employment check as required by Indiana University policy. Your appointment will be subject to all applicable policies and procedures of the university as may exist from time to time.

You will receive a faculty base salary of $xxxxx on a ten- or twelve-month basis. In addition to your salary, you will receive [fringe benefits](https://hr.iu.edu/employment/new-employees.html) which includes eligibility to participate in the university’s retirement and life and health insurance programs. You must enroll in health benefits within 30 days of the effective date of your appointment. If this 30-day period is missed, you will not be able to enroll until the next open enrollment session. It is the policy of Indiana University to provide reasonable [accommodations](https://oeo.iupui.edu/ada-accessibility/index.html) for qualified persons with disabilities; please contact the IUPUI Office of Institutional Equity to begin this process.

>>>>>>If an administrative position is included, refer to OAA guidance on administrative appointment letters.

Insert information relevant to this specific offer: workspace, teaching load, research expectations, etc., transition research support

OPTIONAL BUT COMMON: We are pleased to offer you a taxable relocation payment in the amount of $xx,000. This will be included in your first regular paycheck. <amounts typically vary between $5000 and $15000>

>>>>>>optional:

You are expected to maintain *a relevant professional license* at your expense.

The culture of the School of [insert school name] and of IUPUI is of utmost importance. We dedicate ourselves to excellence in teaching, research, and service. All faculty members at Indiana University abide by the [Principles of Ethical Conduct](http://principles.iu.edu/) and [Academic Appointee Responsibilities and Conduct](https://policies.iu.edu/policies/aca-33-code-academic-ethics/index.html), and support the [Code of Student Rights,](http://studentcode.iu.edu/) [Responsibilities, and Conduct.](http://studentcode.iu.edu/) For the health and safety of our community, all faculty, staff, and students at Indiana University must comply with current health measures; please see this [page](https://www.iu.edu/covid/prevention/covid-19-vaccine.html) for more information.

Faculty presence on campus is essential for the culture and effectiveness of our school. Any requests for remote work must be for the benefit of the school, approved by the dean each semester, and documented through a school process.

The university’s commitments to you and your reciprocal expectations are rooted in the policies and procedures related to academic appointments, contained in [University Policy](https://policies.iu.edu/) website and the [IUPUI Faculty Guide](https://facultycouncil.iupui.edu/FCContent/Html/Media/FCContent/committees/handbook/faculty_guide.pdf). The policies and procedures of the University and campus will govern your faculty appointment, including without limitation matters relating to appointment status and termination. Therefore, in the event of conflict between this letter's terms and applicable university or campus policy, university, and campus policies control.

This letter is not a contract, employment agreement, or other promise of continued employment.

Every year, we welcome new faculty at a special orientation in August. The date for 2023 is August 9. Please save the date! More information for [all faculty](https://theforum.iupui.edu/) and [new faculty](https://theforum.iupui.edu/Career-Advancement/new-faculty/) can be found at The Forum IUPUI site.

We look forward to your joining us as a colleague and as a member of our team. Please indicate your acceptance of our offer by signing a copy of this letter and returning it to us as soon as possible. As you consider this offer, please know that, as your friends and colleagues, we will do all we can to help you and the school be successful.

Best wishes,

(Name), (Title)

(Name) (Title)

ACCEPTANCE:

I accept and acknowledge the terms and conditions of employment as discussed and set forth in this offer letter.

Signature Date:

Contact email for benefits processing and orientation information:

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